

**HUMAN RESOURCES OFFICE  
CALIFORNIA NATIONAL GUARD  
P.O. BOX 269101  
SACRAMENTO, CA 95826-9101**

**ARMY TECHNICIAN VACANCY ANNOUNCEMENT #05-058**

**Supervisory Human Resources Specialist  
70539000  
GS-0201-11  
\$52,708 - \$68,521 pa**

**ANNOUNCEMENT DATE:  
CLOSING DATE:**

**14 February 2005  
8 March 2005**

**SELECTING OFFICIAL: OPM Manager**

**APPOINTMENT FEATURES: Excepted Service  
Officer/Warrant Officer Grade**

**POSITION LOCATION: JFHQ – MILPO/CAMP  
Sacramento, CA**

**THIS IS AN INDEFINITE POSITION**

**SELECTEE MAY BE NON-COMPETITIVELY CONVERTED TO PERMANENT  
STATUS IF/WHEN POSITION BECOMES UNENCUMBERED.**

This position is located in the Military Personnel Office (MILPO) of the Army National Guard (ARNG). The purpose of this position is to supervise and manage two or more of the following human resource programs: Officer Personnel Management (OPM), Enlisted Personnel Management (EPM), Standard Installation and Division Personnel System (SIDPERS), Personnel Services Section, Medical Section, or the Education Section.

**1. AREA OF CONSIDERATION: Statewide.** All applications will be considered; however, first consideration will be given to current permanent technicians of the California Army National Guard.

**2. CONDITIONS OF EMPLOYMENT:** a. Must qualify for appropriate level of security clearance required by the position. b. Must wear appropriate military uniform including required grooming standards. c. Must maintain a compatible military unit, grade, and job assignment as required by current directives. d. Must participate in PD/EFT (Direct Deposit).

**CONTINUED ON NEXT PAGE**

**CALIFORNIA NATIONAL GUARD  
ARMY TECHNICIAN VACANCY ANNOUNCEMENT #05-058**

**3. MILITARY GRADE AVAILABLE:** OFFICER GRADE THROUGH O-3. PRIOR TO EFFECTIVE DATE OF PERSONNEL ACTION, SELECTEE MUST OCCUPY A COMPATIBLE MILITARY POSITION WITHIN A COMPATIBLE UNIT IN OFFICER GRADE THROUGH O-3 OR HAVE A COMPATIBILITY WAIVER APPROVED BY NATIONAL GUARD BUREAU. GRADE INVERSION IS NOT ALLOWED. IF THIS IS A SUPERVISORY POSITION, MILITARY GRADE OF SELECTEE MUST BE EQUAL TO A HIGHER THAN THE MILITARY GRADE OF THOSE TO BE SUPERVISED.

**NOTICE:** All National Guard applicants must state Unit of Military Assignment, Military Grade, and MOS/AFSC.

**4. QUALIFICATION REQUIREMENTS:**

a. **General:** Experience, education, and/or training which provided the candidate with a good understanding of administrative methods for accomplishing the work of an organization. This experience must reflect the ability to analyze problems, come up with practical solutions, and to communicate effectively with others.

b. **Specialized:** Must have 36 months specialized experience which directed or assisted in directing a military personnel management program; progressively responsible experience in a military personnel environment which provided a variety of knowledge such as personnel resource management, recruitment, classification, assignments and transfers, separations, management of military records, discipline, retention boards, promotion boards, etc; experience in formulating, coordinating and executing military policies and procedures; experience in conducting briefings; and experience which provided the knowledge of the National Guard military personnel programs and policies.

**CREDITING NATIONAL GUARD EXPERIENCE:** NATIONAL GUARD SERVICE MAY BE CREDITED AS FULL-TIME EXPERIENCE WHEN EVALUATED AGAINST THE QUALIFICATION REQUIREMENTS FOR A MILITARY TECHNICIAN POSITION. EXPERIENCE MUST BE DIRECTLY RELATED TO THE POSITION AND MUST BE DESCRIBED IN THE WORK EXPERIENCE SECTION OF THE APPLICATION. THE LEVEL OF EXPERIENCE WILL BE DETERMINED BY THE ACTUAL DUTIES AND RESPONSIBILITIES PERFORMED.

**5. KNOWLEDGES, SKILLS, AND ABILITIES:** The following knowledges, skills and abilities will be used to determine the best qualified applicants from which selection will be made.

a. Knowledge of National Guard military personnel regulations, procedures, directives and policies pertaining to recruitment, classification, assignments and transfers, separations, discipline, various military boards, record management, and personnel resource management.

b. Knowledge of military organization, management structure, and levels of command, etc.

**CONTINUED ON NEXT PAGE**

**CALIFORNIA NATIONAL GUARD  
ARMY TECHNICIAN VACANCY ANNOUNCEMENT #05-058**

- c. Ability to interpret and provide assistance to management, supervisors, or subordinates regarding the military personnel management program.
- d. Ability to coordinate training programs, various military boards and convening same, as well as recruiting plans to full and part-time recruiters.
- e. Ability to communicate orally and in writing.
- f. Ability to supervise subordinates.

**SELECTEE WILL BE REQUIRED TO BE ASSIGNED TO A COMPATIBLE MILITARY POSITION IN O: 42B, FA's 43/45/49/50/59.**

**MALE SELECTEES BORN AFTER 31 DECEMBER 1959 WILL BE REQUIRED TO SIGN A PRE-APPOINTMENT CERTIFICATION STATEMENT FOR SELECTIVE SERVICE.**

**INSTRUCTIONS FOR APPLYING: INDIVIDUALS MAY APPLY BY SUBMITTING AN OPTIONAL FORM (OF) 612, OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT; A STANDARD FORM (SF) 171, APPLICATION FOR FEDERAL EMPLOYMENT; A RESUME OR ANY OTHER WRITTEN FORMAT. IF YOUR APPLICATION OR RESUME DOES NOT INCLUDE ALL THE ITEMS REQUESTED ON THE OF-612 AND THIS VACANCY ANNOUNCEMENT, ALONG WITH A NARRATIVE DESCRIPTION OF HOW YOU MEET THE GENERAL AND SPECIALIZED EXPERIENCE REQUIREMENTS, YOU MAY LOSE CONSIDERATION FOR THE POSITION. IF YOU DESCRIBE MORE THAN ONE TYPE OF WORK (FOR EXAMPLE, CARPENTRY AND PAINTING, OR PERSONNEL AND BUDGET), WRITE THE APPROXIMATE PERCENTAGE OF TIME YOU SPENT DOING EACH. THE ABOVE FORMS ARE AVAILABLE AT THIS OFFICE AND ANY FEDERAL AGENCY.**

**SUBMIT APPLICATIONS TO THE HUMAN RESOURCES OFFICE (HRO), P.O. BOX 269101, SACRAMENTO, CA 95826-9101 (OR FOR EXPRESS MAIL: 9800 GOETHE ROAD, SACRAMENTO, CA 95826-9101). *ALL APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE (HRO) BY CLOSE OF BUSINESS ON THE CLOSING DATE INDICATED ABOVE.* VETERANS PREFERENCE DOES NOT APPLY.**

***\*ALL APPLICATIONS MUST BE SIGNED & DATED\****

**THE FOLLOWING DOCUMENTS ARE NOT ACCEPTABLE AS ATTACHMENTS TO APPLICATIONS: PHOTOGRAPHS, COPIES OF POSITION DESCRIPTIONS, TRAINING CERTIFICATES, PERFORMANCE RATINGS (CIVILIAN OR MILITARY), AWARDS OR LETTERS OF APPRECIATION.**

**FEDERAL LAW PROHIBITS THE USE OF GOVERNMENT ENVELOPES, POSTAGE, OR FACSIMILE (FAX) FOR SUBMISSION OF APPLICATIONS.**

**PERMANENT CHANGE OF STATION (PCS) EXPENSES MAY NOT BE AUTHORIZED FOR THIS POSITION. AUTHORIZATION FOR PAYMENT OF PCS EXPENSES WILL BE GRANTED ONLY AFTER DETERMINATION IS MADE THAT PAYMENT IS IN THE BEST INTEREST OF THE CALIFORNIA NATIONAL GUARD.**

**THE CALIFORNIA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER  
OUR WEBSITE ADDRESS IS: [HTTP://WWW.CALGUARD.CA.GOV/CAHR](http://www.calguard.ca.gov/cahr). YOU CAN LOCATE ALL CALIFORNIA NATIONAL GUARD TECHNICIAN VACANCY ANNOUNCEMENTS USING THIS SITE.**